

AGENDA SUMMARY PAGE

RECORDS MANAGEMENT COMMITTEE MEETING OF: OCTOBER 19, 2007

DEPARTMENT: CITY CLERK

DIRECTOR: BEVERLY K. BRIDGES

SUBJECT:

Discussion and possible action regarding a bill draft to incorporate the Local Government Records Retention Schedules and Nevada Local Government Records Management Program Manual for the City of Las Vegas

Fiscal Impact

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No Impact

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Augmentation Required

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Budget Funds Available

Amount:

Funding Source:

Dept./Division:

PURPOSE/BACKGROUND:

The State's Record Management Committee has recently undertaken extensive review and revision of the records retention schedules for all local government entities. The City's retention schedule was reviewed and approved as part of this process. The Nevada Administrative Code compels every local government to adopt its retention schedule by ordinance. This required ordinance change would update the Municipal Code to include the newly State-approved retention schedules for all the City's Departments.

RECOMMENDATION:

None

BACKUP DOCUMENTATION:

1. Local Government Records Retention Schedules
2. Nevada Local Government Records Management Program Manual

Motion made by MARK VINCENT to Approve drafting the ordinance and presenting it to the Mayor and Council

Passed For: 7; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 0

BEVERLY BRIDGES, ORLANDO SANCHEZ, MARK VINCENT, JOHN REDLEIN, JOE MARCELLA, CHARLES KAJKOWSKI, RAD SNELDING; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-None)

Minutes:

ASSISTANT CITY ATTORNEY JOHN REDLEIN explained that the portion of the Nevada Administrative Code which addressed any records accumulated by any governmental entity had been taken out of the Code and committed to a separate manual. This manual would allow the same committee that handled the Code more capable of amending those regulations more

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quickly. He further explained that State law requires that the City Council adopt the manual and clarified that the ordinance would make the State manual the City's retention schedule. He added that every time the State manual was changed in the future, the City would have to adopt a new ordinance. He also noted that the City had the ability to set higher requirements for records retention, but could not go lower than the State's standards.

CITY CLERK BRIDGES informed JOE MARCELLA, Director of Information Technologies, that this ordinance would also address electronic records.

